

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

INNOVATION AND EFFECTIVENESS GRANT AGREEMENT

Chabot-Las Positas Community College District

This Innovation and Effectiveness Grant Agreement ("Agreement") is between Santa Clarita Community College District ("SCCCD"), a California community college district and political subdivision of the State of California, and **Chabot-Las Positas Community College District** ("Applicant District"). SCCCD and Applicant District are also referred to collectively as the "Parties" and individually as "Party."

APPLICANT DISTRICT ACKNOWLEDGMENTS AND RESPONSIBILITIES:

1. **Project Implementation**– Applicant District must submit a completed Innovation and Effectiveness Grant Application ("Application") attached hereto as Exhibit A and made a part hereof. Applicant District will work to complete the Project as defined in Application based on College Innovation and Effectiveness Plan.
2. **Grant Funding** - Applicant District shall receive funding in the amount listed on the Application within thirty (30) days of District's receipt of a fully-executed Agreement.
3. **Term**– Applicant District will have a period of twelve (12) months from the date of last signature on this Agreement to expend the funds received through the Institutional Effectiveness Partnership Initiative (IEPI) program ("Term"). Any request for extension will be subject to the written approval of SCCCD. Any unused funds will be required to be returned per SCCCD's directions.
4. **Quarterly Reports** - Applicant District agrees to complete and submit quarterly progress and expenditure reports beginning the end of the first full quarter, documenting the progress and funds expended to date per the Application within twenty (20) days of the end of each quarter. The end dates of each quarter are as follows: March 31, June 30, September 30 and December 31. Applicant District must use the Quarterly Report template attached hereto as Exhibit B. If Applicant District's quarterly expenditures are lower than expected, Applicant District must provide additional information and indicate the timeframe in expending the balance.
5. **Final Report** - Applicant District agrees to complete and submit a report to SCCCD, documenting the impact and results of the College Innovation and Effectiveness Plan and grant funding, and the final accounting within twenty (20) days of the end of the twelve (12) month Term, including proof of expenditure i.e., District check, and invoice. Applicant District must use the template attached hereto as Exhibit B.
6. **Document Retention** – In accordance with State requirements regarding the use of Grant funds, Applicant District agrees to: (a) maintain financial records in accordance with generally accepted accounting practices regarding the use of funding received for this Project including, but not limited to, original documentation; and (b) preserve and make available all records related to this Project for examination by SCCCD, Chancellor's Office, and/or their duly authorized representatives or agents for three (3) years after the completion of the Grant.
7. **Changes to Application/Agreement** – Applicant District understands and agrees that no changes will be made to the approved expenditures after SCCCD has approved the Application without written authorization by SCCCD. Unauthorized changes will not be paid by SCCCD.
8. **Regulatory Compliance** – By signing this Application and Agreement and accepting Grant funding, Applicant District agrees that it will comply with all California Education Codes, Public Contract Codes, other applicable laws and regulations and Applicant District's policies and procedures.
9. **Indemnification** - Applicant District agrees to defend, hold harmless and indemnify SCCCD, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Applicant District, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by SCCCD. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

SCCCD agrees to defend, hold harmless and indemnify Applicant District, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by SCCCD, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Applicant District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

10. **Assumption of Risk** - Applicant District hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action occurring to Applicant District arising in any way whatsoever as a result of engaging in the activities described in the Application or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. Applicant District does for itself, its heirs, executors, administrators and assigns hereby release, waive discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for itself, and agrees that under no circumstances will it or its heirs, executors, administrators and assigns prosecute, present any claim against the SCCCD or any of its officers, agents, or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.
11. **Trademark/Logo Use**. Applicant District must obtain written approval from SCCCD's Public Information Office ("PIO") to use SCCCD's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish Applicant District with camera-ready artwork for such use. SCCCD, at its sole discretion, may limit or otherwise place conditions on Applicant District's use of SCCCD's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Applicant District shall not revise, change, or otherwise alter any material related to SCCCD's name and/or logo without written consent from SCCCD.
12. **Creative Commons Attribution License**: Applicant District agrees that any works created under the Institutional Effectiveness and Technical Assistance Grant funded by the California Community Colleges Chancellor's Office carries the Creative Commons Attribution License that gives permission to the public to reproduce, distribute, perform, display, or adapt the licensed materials for any purpose so long as the user gives attribution to the author.
13. **Termination**. Either Party may, at any time, with or without cause, terminate this Agreement by providing at least thirty (30) days written notice to the other Party prior to the requested termination date. In such case, SCCCD shall compensate Applicant District only for services satisfactorily rendered to the date of termination. Written notice by SCCCD shall be sufficient to stop further performance of services by Applicant District. In such case, notice shall be deemed given when received by the Applicant District or no later than three (3) days after the day of mailing, whichever is sooner.
14. **Assignment**. The obligations of the Applicant District pursuant to this Agreement shall not be assigned by the Applicant District without the express, written approval of the SCCCD.
15. **Compliance With Applicable Laws**. The Applicant District's obligations completed herein must meet the approval of the SCCCD and shall be subject to the SCCCD's general right of inspection to secure the satisfactory completion thereof. Applicant District agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Applicant District, Applicant District's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations ("Rules"). If Applicant District fails to comply with any applicable Rule, Applicant District shall address the issue immediately at no additional cost to SCCCD.
16. **Permits/Licenses**. Applicant District and all Applicant District's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.
17. **Entire Agreement/Amendment**. This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved by SCCCD's Board of Trustees, and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

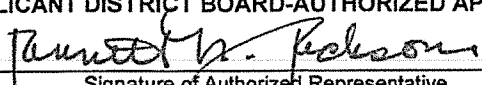

18. **Exhibits.** All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.
19. **Interpretation.** In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against SCCCD on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.
20. **Non-Discrimination.** Applicant District agrees not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by SCCCD, on the basis of 1. race, color, religion, nationality, national origin, ancestry, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam-era veteran status.
21. **Non-Waiver.** The failure of SCCCD or Applicant District to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
22. **Notice.** All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement:

District: Santa Clarita Community College District
 Attn: Assistant Superintendent/VP Business Services
 26455 Rockwell Canyon Road
 Santa Clarita, CA 91355
 Phone: (661) 362-3476
 Fax: (661) 362-5480

Applicant District: Chabot-Las Positas Community College District
 Attn: Lorenzo Legaspi, Vice Chancellor for Business Services
 7600 Dublin Blvd., 3rd Floor
 Dublin, CA 94568
 925-485-5203
 llegaspi@clpccd.org

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

23. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
24. **Governing Law.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Los Angeles, California.

APPLICANT DISTRICT BOARD-AUTHORIZED APPROVER	SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BY: 	BY: 
Signature of Authorized Representative	Signature of Authorized Representative
Print Name Jannett N. Jackson	Print Name Barry Gribbons
Print Title Chancellor, CLPCCD	Print Title Deputy Chancellor
Date October 23, 2017	Date 10/31/17

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Chabot-Las Positas Community College District

2 Business name/disregarded entity name, if different from above
Chabot College, Las Positas College, The OSHA Training Center at Chabot-Las Positas Community College District

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ **local government agency**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
7600 Dublin Boulevard, 3rd Floor

6 City, state, and ZIP code
Dublin, CA 94568

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
9	4		-	1	6	7	0	5	6	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *[Handwritten Signature]* Date ▶ 1/3/2017

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

EXHIBIT A

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT ("SCCCD")
Application
Innovation and Effectiveness Grant Request**

PROJECT #

THIS BOX TO BE COMPLETED
BY SCCC

DISTRICT INFORMATION ("Applicant District")

District Name	Chabot-Las Positas Community College District
College Name	District Office
Street Address	7600 Dublin Blvd., 3 rd Floor
City State, Zip	Dublin, CA 94568

APPLICANT DISTRICT/COLLEGE CONTACT INFORMATION

Primary (District) Contact Name	Krista Johns		
Title	Vice Chancellor, Educational Services and Student Success		
Email Address	kjohns@clpccd.org		
Telephone	925-485-5244	FAX #	925-485-5294
Secondary (College) Contact Name	Not Applicable-- This is a District Office project.		
Title			
Email Address			
Telephone		FAX #	

DESCRIBE THE GRANT REQUEST AS STATED IN YOUR INNOVATION AND EFFECTIVENESS PLAN:

The grant request will facilitate completion of certain I&EP objectives for which additional resources were needed, in particular: Increased and effective communication and collaboration between college and DO, and constituents:

- a) implement a training program on effective internal communications (communications consultant and trainings);
- Strengthen the integration of planning and user participation with technology priorities and resource allocation:
- b) research the technology plans and planning methodologies at other CCC districts (technology consultant);
- Greater functionality, access, data harvesting, and reporting, for increased usage in business operations:
- c) organized and implement site visits by representative groups of stakeholders, to examine technology structures, and processes, including methods of innovation (travel and meeting expenses).
- d) provide training opportunities that include college and district-specific processes, and provide as part of the college professional development calendar and offering; include just-in-time concise training modules (part time IT contractors).
- e) objectively evaluate in IT the organizational structure and staff knowledge and cross-training necessary to meeting the ongoing and future technology needs of the colleges and district (external consultant with technology background).

Greater functionality in data harvesting, reporting, and analysis for increased usage toward student success.

- b) form student focus groups to look at the student experience with technology (re student portal, registration, services, etc.), resulting in increased functionality and user-friendly interfaces (professionally planned and facilitated focus groups).

Increased research capacity at the District Office, and for creating FTES, business function, districtwide data dashboards, reports, and analysis.

- a) temporarily engage a research consultant to begin the work of enhancing the district research function (research consultant(s)).
- b) identify and implement for usage across the district, a commercially available system for creating dashboards and other reports, for data visualizations, and to aid in analysis, that can be accessed by and meets the needs of the stakeholders-- through currency and both standard and customizable reports (15 Tableau licenses purchased for pilot project to be used at the colleges and district; training and planning sessions for pilot).

TERM (NOT TO EXCEED TWELVE (12) MONTHS):

12 Months

AMOUNT REQUESTED:

\$200,000

(not to exceed \$200,000)

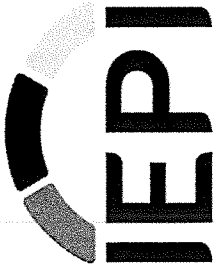
Please attach:

- Attachment A - Application Budget Summary
- Attachment B - College Innovation and Effectiveness Plan

Attachment A Application Budget Summary

Object Code of Expenditure	Object Code Description	Project Funds Requested	Detailed Description of Proposed Expenditure
Example:			
5000	Other Operating	\$10,000	Consultant for Enrollment Management
5000	Consulting Services	25,000	Communications consultant and trainings
	Consulting Services	20,000	Research consultants re enhancing the district research function
5000	Consulting Services	36,500	Research tech plans and methods of other districts; review and summarize existing CLPCCD plans to create a baseline planning resource document
	Consulting Services	9,000	Consultant with tech background to conduct IT review
5000	Consulting Services	35,000	Consultants to plan and conduct student focus groups, related costs
5000	Consulting Services	10,000	Contract Trainers to create curriculum and structure of tech trainings
5000	Travel and Meeting Expense	40,000	Meetings and Site Visits to other institutions
6000	Tableau Licenses and support	24,500	15 Tableau licenses and support-training for pilot of the software
	TOTAL:	200,000	

NOTE: Fringe benefits and indirect costs are not allowable expenditures under the Grant.



INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

Institutional Effectiveness Partnership Initiative-- Partnership Resource Teams
Institutional Innovation and Effectiveness Plan

Initial Submission: July 11, 2017; Updated: September 22, 2017

Name of Institution: Chabot-Las Positas CCD, District Office

Area of Focus	Objective	Action Steps	Responsible Person	Target Date for Achievement	Measures of Progress Status Report	Status As of Date:
<p>PRT MOO: Facilitating greater collaboration between colleges around critical student success challenges, and enabling the establishment of efficient policies and practices that benefit students across the district based upon data. (Collaboration)</p> <p>CLPCCD: Effective communication between D.O. and colleges, and with constituents.</p>	<p>Increased and effective communication and collaboration between college and DO, and constituents.</p>	<p>a. Implement a training program on effective internal communications b. Enable and implement videoconference and other tools for greater participation in meetings and conferences. c. Activate a responsive help desk (work order) ticket system for tracking progress on jobs requested and on technology d. Through the college and district senior administrators, strengthen the upper management involvement and coordination of communication between district and colleges. e. Evaluate the effectiveness of the actions taken in achieving the objective.</p>	<p>a. Guisselle Nunez b. Jeannine Methe, ITS c. Jeannine Methe, ITS d. Chancellor Jackson, SLT, and E-SLT e. Led by Responsible Persons</p>	<p>a. 2017-2018 b. 2017-2018 c. 2017-2018 d. 2017-2018 e. Fall 2018</p>	<p>a. Training program implemented. b. Videoconference tool implemented for meetings. c. Help desk system implemented. d. Documented increase in communication by administrators to constituencies about college and district matters. e. Satisfactory progress toward achieving the objective as demonstrated through survey results.</p>	

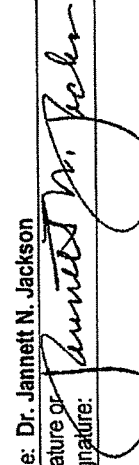
Area of Focus	Objective	Action Steps	Responsible Person	Target Date for Achievement	Measures of Progress Status Report	Status As of Date:
<p>PRT MOO: Developing an approach to capacity-building in technology that anticipates college and district needs and allows for timely and effective response implementation. (Capacity-building)</p> <p>CLPCCD: Technology planning linked to ITS priorities and resources.</p>	<p>Strengthen the integration of planning and user participation with technology priorities and resource allocation.</p>	<p>a. Crosswalk IEPI constituent and team input to current and pending ITS project activities. ** With constituents and committees, identify priorities and gaps. Research the technology plans and planning methodologies at other CCC districts.(e.g. Los Rios Tech Plan)</p> <p>b. Develop a timeline for technology planning that includes evaluate current committee processes and timelines.</p> <p>c. Create a forum for exploring innovation and advances in higher education and business technology.</p> <p>d. Identify and publish hardware and software standards and specifications (including options); maintain configuration consistency through updates and current software releases.</p> <p>e. Evaluate the effectiveness of the actions taken in achieving the objective.</p>	<p>a. Jeannine Meithe, Wyman Fong, and CLPCD Administrators</p> <p>b. Technology Planning Consultant, Jeannine Meithe, Doug Horner</p> <p>c. Technology Planning ad hoc working group</p> <p>d. Krista Johns and Jeannine Meithe</p> <p>e. ITS, Technology Committees</p> <p>f. Led by Responsible Persons</p>	<p>a. October 2017</p> <p>b. December 2017</p> <p>c. December 2017</p> <p>d. Spring 2018</p> <p>e. Spring 2018</p> <p>f. Fall 2018</p>	<p>a. Crosswalk done</p> <p>b. Study completed.</p> <p>c. Timeline completed and implementation steps scheduled.</p> <p>d. Initial meeting held.</p> <p>e. Hardware and software standards for 2018 purchases published.</p> <p>f. Satisfactory progress toward achieving the objective as demonstrated through survey results.</p>	
<p>** Note: The input will include individual items and categories of items raised by constituents during the IEPI process and by the PRT team members, including census roster and positive attendance tracking, increased use of electronic document management systems, real time hard stops on faculty overloads (67% rule), E-PAFs and other electronic strategies for business operations, among others.</p> <p>PRT MOO: Developing an approach to capacity-building in technology that anticipates college and district needs and allows for timely and effective response implementation. (Capacity-building)</p> <p>CLPCCD: Increased efficiency through technology usage in business operations.</p>	<p>Greater functionality, access, data harvesting, and reporting, for increased usage in business operations.</p>	<p>a. Maintain user groups ongoing, create cross-dept user groups and others identified as needed.</p> <p>b. Identify critical needs for electronic processes; complete function studies; enhance technology tools to implement and support greater automation and efficiency in routine tasks.</p> <p>c. Organize and implement site visits by representative groups of stakeholders, to examine technology structures, and processes, including methods of innovation.</p> <p>d. Provide technology training opportunities that include college and district-specific processes, and provide as part of the college professional development calendar and offerings; include just-in-time concise training modules.</p> <p>e. Objectively evaluate in IT the organizational structure and staff knowledge and cross-training necessary to meet the ongoing and future technology needs of the colleges and district.</p> <p>f. Evaluate the effectiveness of the actions taken in achieving the objective.</p>	<p>a. Jeannine Meithe and current User Groups</p> <p>b. Jeannine Meithe and CLPCCD Administrator, User Group reps.</p> <p>c. Krista Johns, Lorenzo Legaspi, Jeannine Meithe</p> <p>d. Jeannine Meithe, ITS trainer, College Professional Development Officers</p> <p>e. External consultant/evaluator</p> <p>f. Led by Responsible Persons</p>	<p>a. 2017-2018</p> <p>b. 2017-2018</p> <p>c. Spring 2018</p> <p>d. Spring 2018</p> <p>e. Spring 2018</p> <p>f. Fall 2018</p>	<p>a. Additional user groups identified; user group meetings scheduled and implementation begun.</p> <p>b. Constituency focus groups identify critical needs; function studies underway.</p> <p>c. Visits take place.</p> <p>d. Technology training planning and initial calendar completed.</p> <p>e. Consultant report completed.</p> <p>f. Satisfactory progress toward achieving the objective as demonstrated through survey results.</p>	

Area of Focus	Objective	Action Steps	Responsible Person	Target Date for Achievement	Measures of Progress Status Report	Status As of Date:
<p>PRT MOO: Developing an approach to capacity-building in technology that anticipates college and district needs and allows for timely and effective response implementation. (Capacity-building)</p> <p>CLPCCD: Greater technology functionality to support student success.</p>	<p>Greater functionality in data harvesting, reporting, and analysis for increased usage toward student success.</p>	<p>a. Capture and provide access to just-in-time data needed to implement strategies and track student success performance, on both internal and external measures, at the multiple levels of granularity (e.g., Recruit/Advise, SSSP reporting)</p> <p>b. Form student focus groups to look at the student experience with technology (re student portal, registration, services, etc.), resulting in increased functionality, and user-friendly interfaces. \</p> <p>c. Evaluate the effectiveness of the actions taken in achieving the objective.</p>	<p>a. Guisselle Nunez, Jeannine Meihe, Krista Johns</p> <p>b. Guisselle Nunez, College VPSS, ITS</p> <p>c. Led by Responsible Persons</p>	<p>a. Planning Completed Spring 2018</p> <p>b. Fall 2017</p> <p>c. Fall 2018</p>	<p>a. recruit module implemented and data shared with college and district offices.</p> <p>b. student focus groups completed and report prepared for considering implementation steps.</p> <p>c. Satisfactory progress toward achieving the objective as demonstrated through survey results.</p>	
<p>PRT MOO: Identifying models for innovation by the district office in supporting college efforts to link data and analysis to planning and decision making. (Support data and analysis)</p> <p>CLPCCD: Strengthen the D.O. research capacity, and access to data reports across the district</p>	<p>Increased research capacity at the DO, and for creating FTES, business function, districtwide data dashboards, reports, and analysis.</p>	<p>a. Form a district working group to consider and make recommendations about IR strategies and needs, and to provide regular interaction with senior leaders on issues pertinent to research and reporting.</p> <p>b. Engage a research consultant to begin the work of enhancing the district research function.</p> <p>c. Enhance district level work by designating a translator between college and district departments for information needs and information development.</p> <p>d. Identify and implement for usage across the district, a commercially available system for creating dashboards and other reports, for data visualizations, and to aid in analysis, that can be accessed by and meets the needs of the stakeholders (through currency and both standard and customizable reports).</p> <p>e. Develop and implement a district function to identify, attain agreed definitions for, and to create for business intelligence data, a menu of user-friendly dashboards, and reports: eventually eliminating double data systems, moving beyond Argos with the business analytics that will inform district-wide priorities and goals related to FTES and student success, as well as business effectiveness. Provide ready access to key reports that address FTES and enrollment.</p> <p>f. Create explanatory material to be posted along with key reports on the district website.</p> <p>g. Evaluate the effectiveness of the actions taken in achieving the objective.</p>	<p>a. Krista Johns, Jeannine Meihe, Guisselle Nunez, College IR</p> <p>b. Krista Johns, Research Consultant</p> <p>c. Krista Johns, ITS, Research Consultant</p> <p>d. Jeannine Meihe, Krista Johns, CLPCCD Administrators, College IR</p> <p>e. Krista Johns, ITS, Research Consultant</p> <p>f. Krista Johns, Guisselle Nunez, Research Consultant</p> <p>g. Led by Responsible Persons</p>	<p>a. Spring 2018</p> <p>b. Fall 2017</p> <p>c. Spring 2018</p> <p>d. 2017-2018 (implementation aligned with state process to ID a provider for a statewide dashboard tool/data visualizations contract)</p> <p>e. Spring 2018</p> <p>f. Spring 2018</p> <p>g. Fall 2018</p>	<p>a. Group formed and initial meeting held.</p> <p>b. Research consultant hired; timeline for completion of project implemented.</p> <p>c. Role established and implementation steps identified.</p> <p>d. Pilot underway with 15 Tableau licenses across district and colleges.</p> <p>e. District function identified and implementation begun.</p> <p>f. Initial planning for web page completed.</p> <p>g. Satisfactory progress toward achieving the objective as demonstrated through survey results.</p>	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus (Copy from table above.)	Applicable Objective(s) (Copy from table above.)	Description of Resource Needed (Refer to Action Steps above as appropriate.)	Cost of Resource
<p>PRT MOO: Collaboration</p> <p>CLPCCD: Effective communication between D.O. and colleges, and with constituents.</p>	<p>Increased and effective communication and collaboration between college and DO, and constituents.</p>	<p>a. Implement a training program on effective internal communications <i>Resources requested for:</i> Communications consultant and trainings</p>	<p>\$25,000</p>
<p>PRT MOO: Capacity-building</p> <p>CLPCCD: Technology planning linked to ITS priorities and resources.</p>	<p>Strengthen the integration of planning and user participation with technology priorities and resource allocation.</p>	<p>b. Research the technology plans and planning methodologies at other CCC districts. <i>Resources requested for:</i> Technology planning consultant to research technology plans and methodologies at other CCC districts (including Los Rios CCD) and to review and summarize existing CLPCCD plans and supporting documents in order to create a baseline technology planning document for use during the regular period of constituent input and feedback in preparing the Technology Plan.</p>	<p>\$36,500</p>
<p>PRT MOO: Capacity-building</p> <p>CLPCCD: Increased efficiency through technology usage in business operations.</p>	<p>Greater functionality, access, data harvesting, and reporting, for increased usage in business operations.</p>	<p>c. Organize and implement site visits by representative groups of stakeholders, to examine technology structures, and processes, including methods of innovation. <i>Resources requested for:</i> Three district senior administrators and six representative stakeholders will go on site visits to other colleges that include North Orange (SoCal), Foothill/DeAnza (NorCal), and Houston Community College (Texas), or similar institutions, for the purpose of examining technology structures and practices. d. Provide training opportunities that include college and district-specific processes, and provide as part of the college professional development calendar and offerings; include just-in-time concise training modules. <i>Resources requested for:</i> Part-time contractors to augment ITS staff to develop a training program and assist with training classes as needed. e. Objectively evaluate in IT the organizational structure and staff knowledge and cross-training necessary to meet the ongoing and future technology needs of the colleges and district. <i>Resources requested for:</i> External consultant with technology background to complete the IT review.</p>	<p>\$40,000</p> <p>\$10,000</p> <p>\$9,000</p>

Applicable Area(s) of Focus (Copy from table above.)	Applicable Objectives(s) (Copy from table above.)	Description of Resource Needed (Refer to Action Steps above as appropriate.)	Cost of Resource
PRT MOO: Capacity- building CLPCCD: Greater technology functionality to support student success.	Greater functionality in data harvesting, reporting, and analysis for increased usage toward student success.	b. Form student focus groups to look at the student experience with technology (re student portal, registration, services, etc.), resulting in increased functionality, and user-friendly interfaces. Resources requested for: Professionally planned and facilitated focus groups with students at both colleges.	\$35,000
PRT MOO: Support data and analysis CLPCCD: Strengthen the D.O. research capacity, and access to data reports across the district	Increased research capacity at the DO, and for creating FTES, business function, districtwide data dashboards, reports, and analysis.	Temporarily engage a research consultant, to begin the work of enhancing the district research function. Resource requested for: Research consultant(s). Identify and implement for usage across the district, a commercially available system for creating dashboards and other reports, for data visualizations, and to aid in analysis, that can be accessed by and meets the needs of the stakeholders (through currency and both standard and customizable reports). Resource requested for: Purchase 15 Tableau licenses for pilot dashboard project to be used at the colleges and district; training and planning sessions for pilot.	\$20,000 \$24,500
Total IEPI Resource Request (not to exceed \$200,000)			\$200,000

IEPI for CLPCCD District Office IEPI Chief Executive Officer Signature	
Name: Dr. Jannett N. Jackson	
Signature of E-signature:	
Date:	9/22/2017

NOTE: See attached material concerning the District governance consultation with CLPCCD Chancellor's Council.

EXHIBIT B

IEPI Innovation and Effectiveness Grant Progress Report

District Name	Chabot-Las Positas Community College District
College Name	Not Applicable-- This is a District Office Project

Object of Expenditure	Budget	1 st Quarter Expenditure	1 st Quarter Balance	2 nd Quarter Expenditure	2 nd Quarter Balance	3 rd Quarter Expenditure	3 rd Quarter Balance	Final Expenditure	Final Unspent Balance
1000 Instructional Salary	Not Applicable	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]
2000 Noninstructional Salary	Not Applicable	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]
3000 Employee Benefits									
4000 Supplies and Materials	Not Applicable	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]
5000 Other Operating	175,500	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]
6000 Capital Outlay	24,500	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]
7000 Other Outgo	Not Applicable	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]
Total	200,000	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]

Summary of implementation of activities and expenditures: [INSERT]

If expenditures are lower than expected, or might appear to be lower than expected given the reporting period, please include a short description of the expected expenditures through the remaining period of the grant, and indicate whether you expect there to be an unexpended balance at the end of the one-year period of your grant:

[INSERT]

*Employee or fringe benefits are not allowable expenditures of monies awarded under this grant.